



MARYLAND CORRECTIONAL ENTERPRISES



Office Supplies and More

For customers that deserve the best



For customers that deserve the best in value and customer service, Maryland Correctional Enterprises has an extensive selection of office supplies, along with printing, copying, and bindery services to help your agency or business reach its full potential – all while staying within your budget.

We have built our professional reputation on providing quality marketing materials, including: brochures, newsletters, presentation folders, business cards, plaques, promotional items, and much more, with reliable quick service at reasonable prices.

Visit our website at www.mce.md.gov for pricing on standard items.

For information and pricing on custom orders, please call Customer Service Graphics at: 410-540-5555.

Foil stamping and silkscreen printing available on most items.



Vinyl



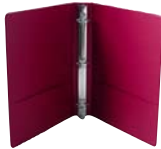
Poly



1" 1 1/2" 2" 2 1/2" 3"



Vinyl Clear View



Inside Vinyl and Vinyl Clear View

Binders

- Available in Vinyl, Vinyl clear view, and Poly (no pockets in poly binder)
- Versatile, durable, and available in a wide range of colors
- Three rings hold 8 1/2" x 11" paper
- Vinyl binders have two inside pockets
- Open and close triggers on top and bottom for easy document access
- View binders include clear front cover, back cover, and spine pockets

Binder Sheet Capacity Guide

Ring Size	1"	1 1/2"	2"	2 1/2"	3"
"O" Ring (est. amount of sheets)	175	280	375	430	480
"D" Ring (est. amount of sheets)	220	350	480	540	600

Portfolios

- Functional, stylish, and smartly designed
- Vinyl is an affordable alternative to expensive leather and available in a wide range of colors
- Makes a great appreciation gift
- Large portfolio holds a 8 1/2" x 11" pad
- Medium portfolio holds a 5 1/4" x 8" pad
- Small portfolio holds a 2" x 4 1/4" pad
- Features an inside storage pocket and pen loop



Large Portfolio

Medium Portfolio

Business Card Holder



1/3 Cut Folders



*Available in Quick Ship

*Available in Quick Ship

File Folders

- Organize your paperwork
- Standard color is manila, also available in a wide range of colors
- Available in letter and legal size
- Choose: 1/2 cut, 1/3 cut, or 1/5 cut

Pocket Folders

- Ideal for presentations, conferences, meetings and more
- Available in a wide range of colors
- Standard size 9" x 12" holds 8 1/2" x 11" paper
- Available with one or two pockets and business card slits



Standard Pocket Folders



Custom Printed Folder



Paper Holder

Vinyl Holder



Certificates Sold Separately



Certificate

Certificates & Certificate Holders

- Both are perfect for award presentations
- Holders fit 8 1/2" x 11" portrait or landscape certificates
- Holders are available in a wide range of colors
- Certificates are a custom order

For more information, contact Customer Service at: 410-540-5555



Report Cover Inside
(Dividers not included)

Foil Stamped Cover



Plain Covers

Report Covers

- Perfect for presentations and formal reports
- Pressboard and leatherine styles add a professional flair
- Covers hold 8 1/2" x 11" papers
- Available in a wide range of colors

Letterheads, Envelopes & Business Cards

- Top quality letterhead at reasonable prices
- Standard letterhead is printed on white 8 1/2" x 11" bond paper
- Items may be printed in one, two, three, and four colors
- Printing available for one or two sides
- Recycled, regular and window, white and kraft envelopes
- Envelopes are available in a wide variety of sizes and colors
- Envelopes may be purchased plain or printed
- Business cards printed on white or off-white cover stock



Letterhead



Envelopes



Business Cards



Directory with a header plus two lines



Desk Plate

Directories, Badges, Name & Desk Plates

- Directory header engraving is included in base price, other lines are an additional price
- Badge backings are available with pin, clutch, or magnet
- Badge sizes: 1" x 3", 1 1/2" x 3", and 2" x 3"
- Name and desk plates include engraving, seals are an additional charge
- Custom sublimation available

Signs & Banners

- Drug free school zone and no smoking signs in stock and ready to ship
- Interior: architectural, flat, and safety
- Exterior: Main identification, post, panel, flat, and regulatory
- Magnetic and plastic signs available
- Custom banners available



ADA



Stock



Magnetic



Aluminum



Plastic



Plaque



Clock



Frame with mat



Business Card Holder

Plaques, Clocks, Frames & Card Holders

- Plaques available for engraving or sublimation
- Clocks come in wood and metal finishes
- Frames consists of 1/2" - 1 1/2" molding and with or without a mat
- Business card holder includes a small US and MD flag

Paper Trays, Boxes & Flags

- Heavy duty metal paper trays are available with 3 or 6 stationary shelves
- Corrugated file and storage boxes are offered in a large selection of sizes
- US and Maryland State flags are available in cotton or nylon fabrics
- Ceremonial and non-ceremonial flags are available



Paper Tray
with 6 shelves



Boxes

US
Non-ceremonial
Flag



MD
State
Ceremonial
Flag





Plastic Mug



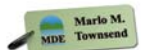
Ceramic Mug



Plastic Travel Mug



Coaster



Key Ring



Mouse Pad

Gifts and Promotional Items

- Ceramic, plastic, and travel mugs available for sublimation of company's logo or personalized
- Other sublimated items are coasters, mouse pads, key rings, plaques, and signs

Hot off the Press!

Our highly trained staff can provide personalized attention and work with you to determine the best products and solutions to meet your unique business needs.

Digital Color

Quick Copy offers full color copying using our state-of-the-art digital color copiers. We can output a full spectrum of sizes, colors, and paper weights to match your needs and visual preferences.



Newsletters



Tri-folds



Postcards



Bi-folds



Booklets



Brochures



Newsletters



Reports



Catalogs



Multi-part Carbonless Forms

Offset Printing

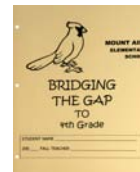
Maryland Correctional Enterprises is ready to meet your offset printing requests with a knowledgeable and experienced staff. Products such as brochures, newsletters, pamphlets, and multi-part carbonless forms are a snap. If you need 1, 2, 3, or 4 color printing, we will get the job done, quickly and priced competitively.

Finishing & Bindery

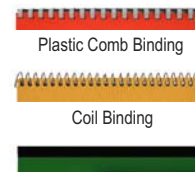
Maryland Correctional Enterprises handles your job from start to finish in a full menu of bindery and finishing services. We can GBC bind, coil bind, and tape bind your books. Also, we provide the following finishing services in house: folding, laminating, saddle stitching, collating, hole punching, and padding, just to name a few.



Folding



Hole Punching



Tape Binding

Plastic Comb Binding

Coil Binding

Let us complete your job with our hassle-free Mailing and Distribution Service!



Maryland Correctional Enterprises

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410-540-5400

www.mce.md.gov

Designed & Printed by Maryland Correctional Enterprises 12/2009



Martin O'Malley, Governor
Anthony G. Brown, Lt. Governor
Gary D. Maynard, Secretary